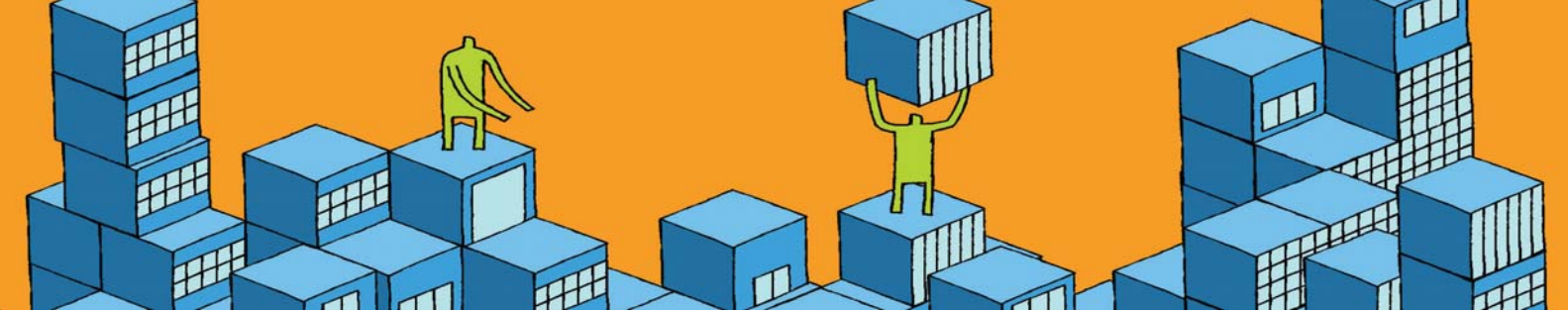




INFORMATION PACK

RESEARCHER



About Veredus Executive Resourcing

Veredus Executive Resourcing includes recruitment consultants and interim management specialists, enabling it to offer an unrivalled service to clients as a stand-alone business within the Capita Group Plc.

The Capita Group Plc is a FTSE 100 company and the UK's largest and fastest growing professional support services organisation. Capita provides an integrated range of professional support services across local government, central government, education and the private sector, with over 13,000 people working across a network of 140 sites – and generating a turnover in excess of £690 million.

Executive Search and Selection

The Executive Search and Selection (ESS) team is the market leader in the public sector, a position we have held since 1991 when we were part of the former Price Waterhouse. In 1998, we merged with Coopers and Lybrand and, in 2002 were acquired, along with our Interim Management team, by Capita.

Our history of success is such that we are constantly expanding to meet client demands and ensure that we retain the highest levels of service quality on which our reputation is built.

Our service includes:

- Executive search - worldwide (more commonly known as “headhunting”)
- Advertised selection
- Assessment services
- General consultancy

We have some 100 staff based across the country in London, Manchester, Birmingham, Leeds and Cardiff.

Interim Management (IM)

We are one of the leading interim management practices in the UK. Together with ESS, we can offer a comprehensive service to our clients which is unrivalled in the marketplace.

The interim management service provides interim executives on a short-term basis, often during the recruitment transition period, or to supplement existing in-house skills. Average assignments last around four to six months and include chief executives, education, social services and finance staff, human resources professionals, information technology and other executive level professionals.



About the role

The core skill of a head-hunter is the ability to discover talented candidates, and to know them when they have found them. At Veredus we add value to our clients in many ways. Our selection and assessment processes give a degree of rigour and insight to recruitment few, if any, other consultancies can achieve. Our adverts have won awards. Our website is a state of the art tool for distributing packs and telling the world what our clients have to offer. We can provide interim management and HR support.

But above all we are head-hunters and our ability to find the right people for our clients is where we have made our name.

Britain's work place is changing. It is ever more part of a regional and global economy where talent moves freely. Old work patterns are replaced by new ones. Organisations are more and more open to taking candidates from other industries, even other sectors, and at Veredus we have contributed to this process. We intend to continue to develop and improve our ability to spot talent and facilitate creative and productive appointments for our clients, among whom we can claim some of the country's most important organisations.

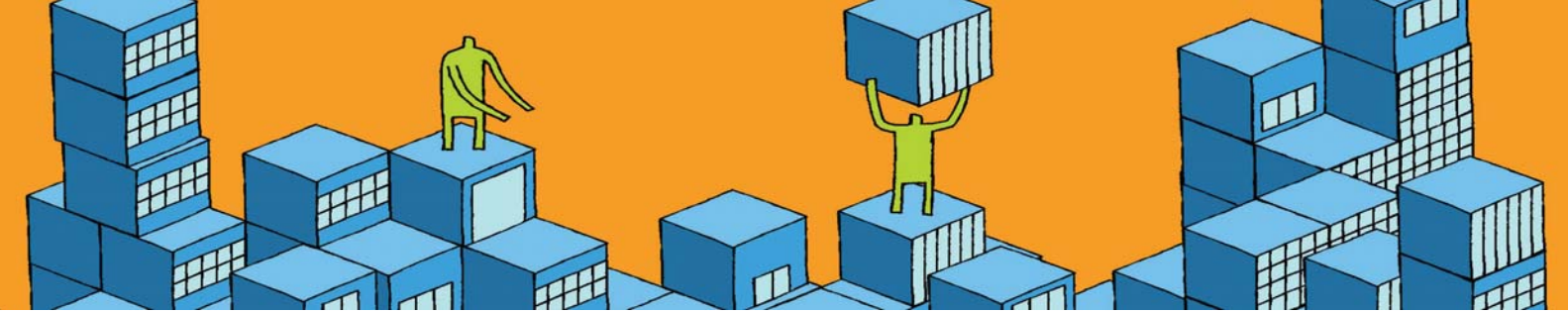
We are continually seeking ways to strengthen our ability to exploit these changes to the full. As part of this process, we are looking to strengthen our specialist Research Team, staffed by talented and experienced researchers, capable of meeting our client's justifiably growing expectations. Principally focused on identifying, approaching and pre-screening candidates, our team of researchers will also conduct research and analysis for bid preparation, business development and competitor intelligence.

So why should you consider becoming a Researcher at Veredus?

Perhaps you have several years experience in executive research and are seeking a fresh challenge for your skills. Veredus, as the leading public sector headhunter, has the mission of assisting our clients to find the talent they need to meet ever more ambitious and complex goals. As one of our Researchers, you will be tasked with finding candidates for some of the most important jobs in Britain – high profile, national, regional and local roles that make all the difference to millions of peoples' lives.

You might be looking for a change of direction into a career with good prospects and potentially lucrative rewards. Working for Veredus as a Researcher, you will be supported and coached in a thorough, measured and ethical approach to dealing with the increasing challenges of executive research.

Or perhaps you are a generalist recruiter who is seeking to get a more comprehensive understanding of search to aid you in your future career – no recruiter knows how to lead a search better than one who has conducted many searches themselves.



JOB DESCRIPTION

Researcher

Line manager: **Head of Research**

Based: **All offices (London, Birmingham, Manchester, Leeds, Cardiff)**

JOB DESCRIPTION

Overall responsibilities

- To carry out candidate identification (and initial approach) as well as research and analysis for bid preparation, business development, competitor intelligence as one of a team of in-house researchers.
- Provide excellent research to support business development activities.
- Make sure that all business development opportunities identified are passed to relevant Practice leaders and consultants.

Specific responsibilities (summarised but not limited to):

- To identify candidates and sources for assignments through thorough desk research and excellent telephone sourcing and approach.
- To source information on client organisations, including background, current issues of relevance and key personalities through systematic, desk-based research methods.
- To produce accurate and timely information to support client proposals
- To support RTM leaders through competitor tracking and by developing and managing a rigorous, fit-for-purpose programme of policy analysis.
- Be effective and efficient in use of resources
- Ensure that all research is delivered on time, within budget and to quality standards
- Edit and proof-read documents as necessary and ensuring that house-style is used consistently to support and enhance the Veredus brand
- Ensure that all knowledge and information generated from research activity is effectively captured in order to add value to future assignments
- Help develop, implement and maintain the process, standards and systems that will ensure the effective management of Veredus' research, information and knowledge

Business Management:

- Ensure that research is cost effective, that work is recorded in appropriate systems both to support knowledge sharing and to provide management information
- Ensure we measure and monitor quality and gain customer feedback from consultants and clients



PERSON SPECIFICATION

Experience

- Experience of research using desk-based and telephone sources
- Evidence of having delivered high-quality research to challenging deadlines
- Experience of building relationships and partnerships working with a range of internal stakeholders and clients

Ability, skills and knowledge

- Sound working knowledge of the major organisations and issues in either the public or private sector
- Good telephone search skills
- Good knowledge of published sources of information and how to search the internet effectively
- Excellent analytical and problem-solving skills, combined with tenacity and creativity
- Well-developed oral, written and presentation skills, with the ability to persuade and influence
- Manages competing priorities well in a pressurised environment and delivers to quality and time

Personal style and behaviour

- A clear thinker who can identify solutions, win credibility and communicate articulately within a dynamic and robust environment
- A client-focused approach to service delivery
- Able to work independently but effective in teams too



How to apply

To apply to join us, please email nataliya.starik-bludova@veredus.co.uk including a comprehensive CV and a covering letter.

Please also complete and send us the equal opportunities monitoring form that can be downloaded from our website at <http://www.veredus.co.uk/veredus-futures.aspx>. This will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

For an informal discussion about the role, please contact Nataliya Starik-Bludova on 020 7932 4265. Veredus Executive Resourcing will respect the privacy of any initial approach or expression of interest in these roles, whether formal or informal.